

**Minutes of the meeting of the Staffing and Governance Sub-Committee held on
Monday 2nd February 2026, 6:30 pm at Ellesmere Town Hall.**

PRESENT: Chair: Cllr P Goulbourne
Town Councillors: G Elner, A Wignall, P Jones, L Woodbridge,
Town Clerk & RFO: J Butterworth
Assistant Town Clerk and
Assistant RFO: G Whitley

SG 02/26/01 **To receive apologies and reason for absence.**

Cllr N Proffitt due to illness and work commitments.

SG 02/26/02 **Disclosure of Personal and Prejudicial Interests.**

No declarations.

SG 02/26/03 **Grant Dispensations.**

None requested.

SG 02/26/04 **Minutes.**

It was moved by Cllr A Wignall, seconded by Cllr P Jones and

RESOLVED – that the minutes of the Sub-Committee held on 11th December 2025 be approved and signed by the Chair as a true record.

SG 02/26/05 **Exclusion of Press and Public.**

It was moved by Cllr P Goulbourne, seconded by Cllr P Jones and

RESOLVED - “That by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the following items of business on the grounds it may involve the likely disclosure of confidential information as defined in the Acts”.

SG 02/26/06 **Minutes.**

It was moved by Cllr P Jones, seconded by Cllr P Goulbourne and

RESOLVED: that the confidential minutes of the meeting of the Sub-Committee be signed by the Chair as a true record.

SG 02/26/07 **Staffing Report:**

A confidential report was given on staff performance a staff vacancy and lieu hours.

SG 02/26/08 **Caretaking Assistant/Cleaner Vacancy.**

Members discussed the current vacancy for a cleaner and agreed that terms and conditions would remain the same as had previously been offered.

SG 02/26/09 **Annual Leave & Lieu Time.**

A report on annual leave was given.

The meeting closed at 18:49 pm.

Chair:

Date:

DRAFT